



PROFESSIONAL BEHAVIOR FOR INTERAGENCY & CONTRACT STAFF

Staff Development & Training

PERFORMANCE OBJECTIVES

- Be able to define Professional Behavior
- Participants will be able to define what type of clothing is acceptable in a Correctional Environment
- Participants will be able to differentiate between what is acceptable talk and unacceptable talk with the offender/student population
- Know who to direct all public inquiries about IDOC too



COURTESYS

First name: When away from offenders and for informal settings

Last name: When around offenders or staff who regularly work with offenders

Title: Formal, used most when you are not familiar with the individual and they introduce themselves in such a way

Rank: Easy to recognize for Custody Staff when their name is not known



OXFORDS DICTIONARY SAYS

Professional Behavior

- *Professional*: (of a person) engaged in a specified activity as one's main paid occupation rather than as a pastime:
- *Behavior*: the way in which one acts or conducts oneself, especially toward others:

‘The Way that we are paid to interact with others’



PROFESSIONAL BEHAVIOR

Professional behavior is part of a work area culture and is promoted by its leadership. It is the level of conduct that staff are raised to, not the level that discipline and law intervene.



OFFENDER/ STUDENT INTERACTIONS

○ Avoid

- Physical contact
- Conversations centered on your personal life
- Developing relationship that is more than professional

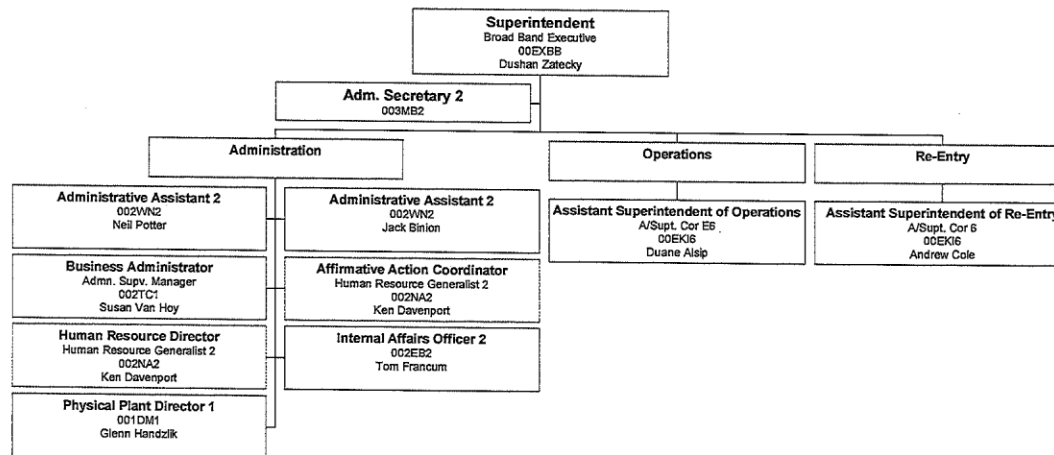
○ Develop

- Personal space
- Discussion on Offender/student problem solving
- Be a Role Model
- Professional respect



CHAIN OF COMMAND

Pendleton Correctional Facility Organizational Chart March 14, 2013



DRESS CODE

○ Avoid;

- Tight Fitting
- Plunging neck lines
- Khaki colored
- Yoga Pants
- Shorts
- Low Rise Jeans
- Tank Tops
- Sandals
- Depictions of; Nudity, Alcohol, Tobacco, or Drugs



○ Stick with;

- Business Casual
- Clean
- Wrinkle Free
- Closed Toe
- Serviceable
- Clothes with pockets



DRESS CODE

- Dress Standards for Uniformed Staff 02-03-104
Applies to Custody and Maintenance staff that wear a departmental uniform.
- Grooming Standards for Staff 04-03-109
Focuses on acceptable standards for hair, nails, jewelry, and make up.
- Non-Uniformed Staff Dress Standards 04-03-110
Covers all non-uniformed staff wear of civilian clothing.



PERSONAL HYGIENE

Prevent the spread of germs and virus.

- Shower prior to work
- Use antimicrobial soap when washing hands
- Keep clothing clean and serviceable
- Stay home when sick



PUBLIC STATEMENTS



- Be careful what you say
- Know who you are talking too
- Keep your personal feelings personal
- Direct all questions to the facility or departmental Public Information Officer (PIO)



QUESTIONS?

